



Office of the Chief Financial Officer – DC Public Schools

OPERATING GUIDELINES: Number 2004-002
SUBJECT: Time and Attendance Processing

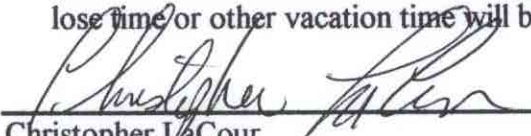
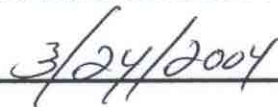
Employees of the Office of the Chief Financial Officer, DC Public Schools, shall follow the guidelines outlined below with respect to time and attendance reporting:

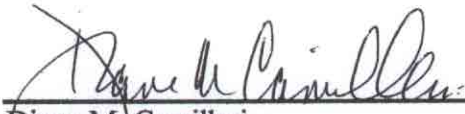
- All non-supervisory personnel, Grade 14 and below, will be required to make entries on the sign in/out log posted at designated locations in the DCPS office space. You will sign in/out (1) when arriving for duty, (2) when leaving the office for meetings, training, or other extended absence during the duty day, and (3) when leaving for the day.
- On a daily basis, you will be responsible for recording your work status on the approved timesheet, attached. By 3:00 p.m. on Friday of the second week of the pay period, your timesheet must be in your immediate manager's possession with all approved documentation attached. Holiday schedules will require an earlier timesheet submission and you will be notified when this occurs.
- Any leave posted on the timesheet must be pre-approved by your manager, or his/her designated acting manager, on Requested Leave Form, (see attachment: **OPM Form 71, June 2001**). Originals of the OPM Form 71's must accompany the timesheet submitted for management approval.
- Emergency leave must be requested by calling in to your manager (or his/her designated acting manager) in person within the first two hours of your tour of duty. If you cannot reach your manager, please leave a message on their voice mail with a telephone number where you can be reached. Upon return to the office, please complete a Form 71 for post-approval.
- If you need to be out of the office for longer than three workdays due to illness, you are required to bring in a doctor's certificate to support your sick leave time-off request.
- The attached tour of duty forms (**Attachment A**) will be approved by your immediate manager and reviewed by the Deputy Chief Financial Officer (DCPS) and returned for your files. The originals will be maintained in your manager's office in an Employee Personnel File. Should you require a permanent tour of duty change, please complete a new request form for consideration. The standard office hours will vary between 7:30 a.m. to 6:00 p.m., as listed on your tour of duty sheet and signed by your supervisor and Deputy Chief Financial Officer. Business hours will be from 7:30 a.m. 5:30 p.m. for customer service. Lunch breaks will be as approved by your supervisor so as to maintain complete coverage of all operational areas throughout the business day. Supervisors will maintain adequate coverage of all operational areas and the supervisors will manage lunch times for their staff.



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- There will be no comp time or overtime worked without (1) the recommended pre-approval of your manager and (2) concurrence from the Deputy Chief Financial Officer (DCFO). If you have not received concurrence, you are not authorized to work additional hours.
- Planned leave requests should be submitted five workdays in advance of the leave, or at the earliest time possible prior to the requested leave date/time.
- Vacation time may be placed on a vacation calendar for planning purposes, but is not approved until you have a signed Form 71 in your possession. Two days prior to beginning your vacation, a thorough workload status report must be provided to your immediate manager.
- All annual leave must be scheduled at least two months prior to the end of the leave year. If you wait until then to schedule significant time off, you may be denied approval due to year-end workload and other staff approved vacation time. Conflicts in scheduling use-or-lose time or other vacation time will be resolved by supervisors and/or the DCFO.

 
Christopher LaCour (Date)
Acting Deputy Chief Financial Officer (DCFO), DC Public Schools (DCPS)

 March 24, 2004
Diane M. Camilleri (Date)
Human Resources Director